



1156 Bowman Rd Mount Pleasant, South Carolina 29464
(843) 568-3427 | info@FerrerCREA.com

OFF MARKET CHECKLIST: LEASED/SOLD/EXPIRED/WITHDRAWN

CLIENT: Darby
PROPERTY: Liberty Hall
TMS: 29968275

BROKER

- Agents involved/Commission split
- Send scanned copy of PSA/lease to EA
- Write thank you notes to tenant/buyer

Initial & Date

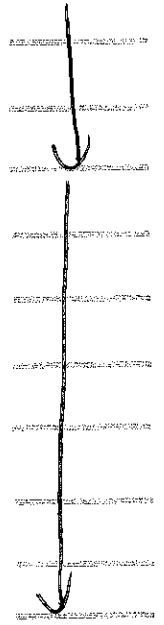
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EA LIST

- Remove from MLS, Costar, Loopnet, FerrerCREA
- Order sign to be removed or moved
- Track sign on signage tracking sheet
- Remove from Charleston County, LocateSC, Port Authority where valid
- Update/remove brochure
- Process invoice, send to agent for approval
- Move on Quickbooks accounts receivable & listed transactions, when applicable
- Add to lease tracking sheet
- Mark on calendar w/ lease expiration, options, etc 90 day notice, when applicable
- Remove from cheat sheet
- Submit press release to LowcountrySCBiz.com
- Submit press release to Twitter
- Submit press release to blast email list
- Postcard for big building
- Over \$1M: Send gift
- Log new owner/tenant info into Outlook contacts

Initial & Date

an 1/30/18
an 1/30/18
an 1/30/18
an 1/30/18
an 1/30/18
NA



Change of Status

PROPERTY INFORMATION

Address Liberty Hall Tract
Office Name Ferrer Commercial Real Estate Advisors, LLC
Agent Name Mike Ferrer, CCIM, MCR

MLS# 29968275
Office ID# 9356
Agent ID# 10041

Owner Signature NOT REQUIRED

Pending or Contingent – Contract Date _____ Sold/Closed – Date _____
Selling Agent ID# _____ Selling Office ID# _____
Sold/Closed Price _____ Type of Financing _____
Sold/Closed – Seller Concessions _____

Owner(s) Signature REQUIRED

Price Change – Change price to: _____
Listing Expiration – Change expiration date to: _____
Withdraw Listing – Effective this date: 1/30/18
Place Back on Market – Effective this date: _____
Place Listing on Temporary Hold – from (date) _____ to (date) _____
Other _____

Owner signature _____
(if required)

Date 1/30/18

Owner signature _____
(if required)

Date _____

Agent signature _____

Date _____